

Instructions for LDRD Budget Templates

Please note that benefit and overhead rates can change throughout the year. Please be certain to **download the current template** from the Ames Laboratory website with each use to assure you have the most current rates.

In order to minimize the number of errors that occur, all areas where numbers can be entered are shaded in **GREEN** or **YELLOW**.

Enter the data for the first budget year in the areas shaded in **GREEN**. After completing the first budget year, some of the data for the following years will be automatically populated. These areas are shaded in **YELLOW** and may be modified.

The spreadsheet has been designed for use on Windows with Microsoft Office Excel 2007 or higher. It may be possible to use the spreadsheet on other operating systems but those options have not been tested by the Budget Office. If you experience problems, please contact Lora Larrance at 294-6110.

STARTING THE SPREADSHEET

Before starting to create a budget, please enter:

- the anticipated period of performance for the project in cells E5 and I5.

Period of Performance:	Start Date:	10/01/12	End Date:	09/30/15
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- the name of the project and the name of the principle investigator (PI). This information will then be automatically populated for each of the fiscal years listed on the budget template.

Title of Project:	Project Name	PI Name:	PI Name Here
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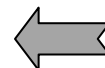
PAYROLL

Begin by entering the following information for the first fiscal year of the budget templates. This information will then be automatically populated for the following fiscal years. Note that you will need to enter all of the individuals to be paid over the lifetime of the project in the green fields of first fiscal year. You will then adjust the effort level to be paid in each fiscal year by changing the FTE value. If the employee does not have effort for a specific year, enter the value of 0.00 for the FTE.

On each row, enter the following information:

- Employee Name: Enter each employee's name. If not known, enter the anticipated job title.
- Pay Base: Enter the corresponding Pay Base for each employee using the drop down list. **Note that it is important to select an option from the dropdown list.**

- **Base Salary \$:** Enter the employee's **FY2014 full time annual base salary** as of October 1, 2013. The template will calculate any estimated salary increases for the following fiscal years.



For each individual budget year, enter the FTE for each employee. The spreadsheet will use this information to calculate the employee's annual salary costs.

- **FTE:** Enter the anticipated amount of effort the employee is anticipated to work on the project each year. Note that this must reflect the full fiscal year. Examples of how to calculate the FTE are shown below.
 - An employee working 100% for all 12 months on the project would have an annual FTE of 1.00. ($[1.00 \text{ monthly effort} \times 12 \text{ months}] / 12$)
 - An employee who was expected to work only one month at 100% (1.00 monthly FTE), their annual FTE would be .083. ($[1.00 \text{ monthly effort} \times 1] / 12 \text{ months}$).
 - An employee working 20 hours per week during the school year but not during the summer would have an annual FTE of .375. ($[.50 \text{ monthly effort} \times 9 \text{ months}] / 12 \text{ months}$)

Payroll:

Employee Name	Pay Base	Base Salary \$	FTE	Payroll \$
Faculty	A	\$ 150,000	0.083	\$ 12,543.00
Asst Scientis	P	\$ 63,850	1.000	\$ 64,329.00
Grad Student	C	\$ 38,500	0.375	\$ 14,498.00
Post Doc	D	\$ 45,000	0.500	\$ 22,781.00
Casual Hourly	XH	\$ 20,800	0.250	\$ 5,239.00
				\$ -
				\$ -
				\$ -
				\$ -

Total Payroll

Total FTE

2.21

\$


119,390

FRINGE BENEFITS

This template will calculate a fringe benefit composite for you. The fringe benefit amount for each employee is automatically calculated using the corresponding fringe benefit rate for the specific pay base.

MATERIALS, SERVICES, AND TRAVEL

Enter estimated dollars for each year in rows 53 through 63.

Any material or service costs which do not correspond to the listed M,S,&T categories should be entered in the "Other" row. In addition, the cell B63 should be modified to describe the corresponding costs. 

Note that costs in excess of the first \$100,000 of a **single procured item** are exempt from Ames Laboratory overheads and burdens. If you have such an item in your budget, enter the first \$100,000 on the 'Equipment' line under the MS&T. Then enter the remainder of the anticipated costs (>\$100,000) as 'Over Cap \$' in row 69. Remember that purchases over \$100,000 do not automatically qualify for an exemption from overheads. Please see your Budget Analyst for more information.

Materials, Service, & Travel:

Store Issues		\$	-	
Purchased Supplies		\$	-	
Equipment		\$	-	
Purchased Services		\$	-	
ADP Software/Hardware Purchases		\$	-	
ADP Maintenance		\$	-	
Grad Tuition		\$	-	
Container Rentals		\$	-	
In-House Materials		\$	-	
Travel		\$	-	
Other - (specify)		\$	-	
ESCALATION FACTOR	0.00%	\$	-	
TOTAL MS&T				\$ -
Over Cap \$	0.00%	\$	-	\$ -

IN-HOUSE, MPC AND EBEAM

Enter estimated dollar amounts in rows 73 through 83 for each fiscal year.

PROGRAM BURDEN

Contact your Program Assistant for the appropriate percentages to use for the Program Burden for each fiscal year.

Enter the program burden percentage in cell G97 of the budget template. If the rate varies per year, also enter the appropriate Program Burden Overhead rate in cells V97 and AJ97.

Program Burden Overhead	15.00%
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ALL OTHER OVERHEADS

This template will calculate each of the overhead charges for you.